



Fontbonne Ministries

Executive Assistant

FULL TIME, REGULAR POSITION-35 hours per week

SALARY RANGE: \$57,500 – \$63,500 AND HOOPP

(HEALTHCARE OF ONTARIO PENSION PLAN)

ORGANIZATIONAL OVERVIEW

Fontbonne Ministries is a non-profit community based charitable organization that offers diverse programming in an accepting, inclusive environment. Our priority programming includes the provision of affordable housing, access to essential services including food, clothing and hygiene products, and welcoming community space to foster connections through drop-in and friendly visiting services.

Populations served include seniors, vulnerable persons, and people experiencing social isolation.

Fontbonne Ministries was founded in June 2000 by the Sisters of St. Joseph of Toronto to respond to changing societal needs. Sponsorship of Fontbonne Ministries was transferred to Catholic Health Sponsors of Ontario (CHSO) in 2022.

POSITION OVERVIEW

The Executive Assistant (EA) responsible for a wide range of executive level administrative support to the Executive Director (ED), Leadership Team and Board of Directors. The EA will provide a broad range of advanced administrative functions ranging from coordination of information flow integral to the effective operations of the organization, accurate and timely delivery of senior level administrative services such as board and committee minutes and agendas, accounts payable coding and filing, reports. In their role the EA will have access to confidential human resources, financial information and leadership correspondence minutes and files. The executive assistant provides proactive support as the face and voice of the business office, the first point of contact for program staff and senior team, vendors, peer agencies, and the public requiring a keen sense of tact, diplomacy, and customer service. The position facilitates communications and interactions within all areas of Fontbonne Ministries, as well as with external stakeholders and community partners.

AREAS OF ACCOUNTABILITY

Administration (55%)

- On behalf of the ED and Senior Management Team, prepares a variety of documents, reports and policies ensuring consistent formatting and content alignment with organizational standards.
- Draft and distribute reports, proposals, presentations, briefing notes, spreadsheets, presentations, and correspondence. Provide backup support to various management committees, assisting in the fulfillment of the committee mandate, including committees of the Board of Directors.
- Office coordination, including maintenance of office supplies.

- Streamline and organize processes to assist in the efficient flow of information, timeliness of responses to deadlines and general communication, ensuring the smooth operation of the executive office.
- Maintain/organize files (paper and electronic) for easy accessibility. Ensure proper administrative procedures are followed, recommend and/or design new ones, ensuring efficient running of the office.
- Prepares annual schedules of the Board and Committees of the Board.
- Manages a variety of organizational documentation and acts as the gatekeeper of organizational historical information and shared drive.
- Prepares, manages, and maintains all Board manuals and other organizational manuals and documents as requested by the ED.
- Maintaining and updating manuals, templates, lists, and documents.
- Maintaining, organizing, and managing corporate records and information (minutes, by-laws, correspondence, etc.)
- Providing administrative support to the development and implementation, ongoing monitoring and improvement of policies, standards, and processes as they relate to the operations of Fontbonne Ministries
- Coordinating office overall function, including digital record-keeping and for access to the organization's SharePoint folder/file management
- Providing support to and coordination of special projects, as required
- This position is often faced with competing priorities requiring problem-solving and prioritizing in a calm and professional manner. The Executive Assistant may also be required to address enquiries and complaints when approached as the first point of contact.

Finance & Information Management (25%)

- Monitors and submits expenses, reimbursements, reconciles credit card payments.
- Reconciles portfolio expenses against the monthly G/L, financial reports and report any discrepancies.
- Prepares account coding for vendor invoicing, expenses, and prepares deposits for cash and cheque receipts.
- Year End Process: ensures financial deadlines for payments and accrual submissions for the current fiscal year are made.
- Ensures the processing and filing of current electronic and paper-based corporate invoicing.
- Provides administrative oversight to confidential human resource files, orientation, new hire documentation.
- Coordinates and supports the on-boarding of new staff (Equipment and IT access)
- Administering the donation processes including receipts, record keeping, and issuing reports as requested

Communication (20%)

- Filters mail and e-mail daily, forwarding correspondence to the appropriate staff person, flagging time sensitive or confidential material, and responding to general enquiries, as necessary.
- Coordinate information sharing with sponsor organization – Catholic Health Sponsors of Ontario (CHSO).
- Aid in drafting organizational policies and operational procedures for approval.
- Interfaces with agency partners and vendors relating to ongoing operations and execution of service contracts.
- Maintains and orders office equipment and supplies for the corporate office as needed.

EDUCATION

Undergraduate degree in Business Administration or related discipline or combination of equivalent experience and training.

SKILLS & QUALIFICATIONS

- Minimum three years administrative or management experience providing support to senior leaders and boards (or related experience in an administrative or similar role)
- Advanced experience working with board of directors and awareness of governance principles and processes.
- Must have senior-level experience in executive administration and governance, with an understanding of faith-based and not-for-profit or charitable organizations.
- Highly organized with outstanding written and verbal communication skills
- Ability to perform administrative and clerical duties with a high level of accuracy for multiple executive leaders in a timely manner within tight deadlines.
- Advanced skills with Microsoft Office (Outlook, Word, Excel, PowerPoint), Intranet (SharePoint), audio-visual technology and internet knowledge
- Ability to manage sensitive information and maintain confidentiality.
- Excellent organizational skills and proven ability to organize workload, determine priorities.
- Strong attention to detail, with an ability to prioritize multiple projects, be flexible, and multitask with excellent time management skills, taking initiative to contribute ideas and efficiencies.
- Demonstrated team player with professional approach in a team-based organization.
- Ability to work independently with minimal supervision.
- Demonstrated respect for diversity, equity, and accessibility with the ability to work collaboratively with others.

TO APPLY

Please send your CV and cover letter in one pdf document to hr@fontbonnemministries.ca noting "Executive Assistant" on the subject line. Fontbonne Ministries values inclusivity and diversity in the workplace. We are committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act ("AODA").

If you require accommodation during any stage of the recruitment process, please note that in your email to hr@fontbonnemministries.ca

NOTE: While this is a full-time position flexibility in hours will be considered for a retired or seasoned Executive Assistant that may want to work less than full-time hours.

While we thank all applicants, only those selected for an interview will be contacted.